# Q2 ALM GROWTH COST SHARE LEADS:
NAVIGATING YOUR LEAD MANAGER TO MAXIMIZE YOUR LEADS

Agency owners who are participating in the Q2 ALM Growth Promotional Offer can now see new features in Lead Manager to help navigate and work the leads purchased. Follow the below steps to learn how to identify and manage these leads. Click on these links to find best practices around working internet leads and live call transfers.

1. Be sure to have your pop-up and email notifications on! This way Lead Manager can notify you when a new lead comes into the platform. My Account -> Notifications

E-mail notifications

Notifications in Lead Manager
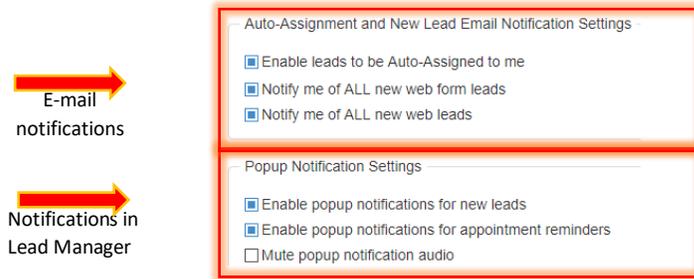
2. Leads from this promotional offer will show up in your "Lead Spotlight" on your home screen in Lead Manager. Clicking on the "CL Shopping" link will bring you to all the leads from this Q2 ALM offer and web leads from other orders you may have existing.

3. After clicking on the "CL Shopping" link, you will be brought to all leads associated with Centralized Web Leads and the Q2 ALM Promotional Offer that are shopping. You can easily navigate to learn the source by clicking the arrow in the "source" column. There are 3 different labels for leads that can be delivered from this Q2 ALM promotional offer: CL Growth Live Call Auto, CL Growth Auto, and/or CL Growth Home.
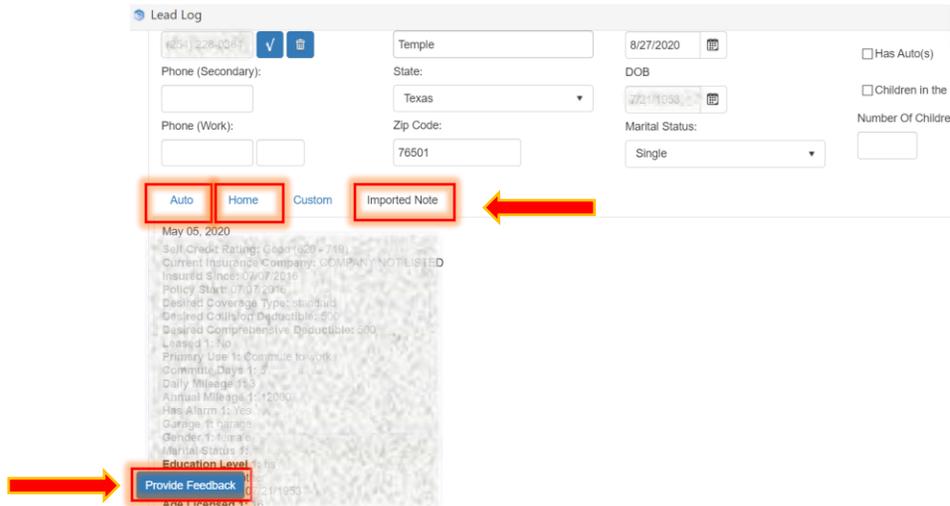
4. After clicking on one of the Q2 ALM Growth leads, you can scroll down to see different tabs for different details. The "Auto" tab will show you the applicable details for an auto policy. The "Home" tab will show you applicable details for a home policy. If there is missing information, or you want more, click "Imported Note" to find more details from the vendor.

You can also utilize the "Provide Feedback" button to send over feedback about the lead. See [job aid](#) for more details.

5. Next, navigate through "Administration" -> "Web Lead Setup". This is where you can manage the Q2 ALM Promotional Offer and decide if you'd like to auto assign the leads to a group, add to folder, and/or add a basic workflow.
Note 1: If you do not set these up inside web leads setup, they will appear in the unassigned web lead section of your home page.
Note 2: Your posting URL has already been supplied and added to your order for this promotion.
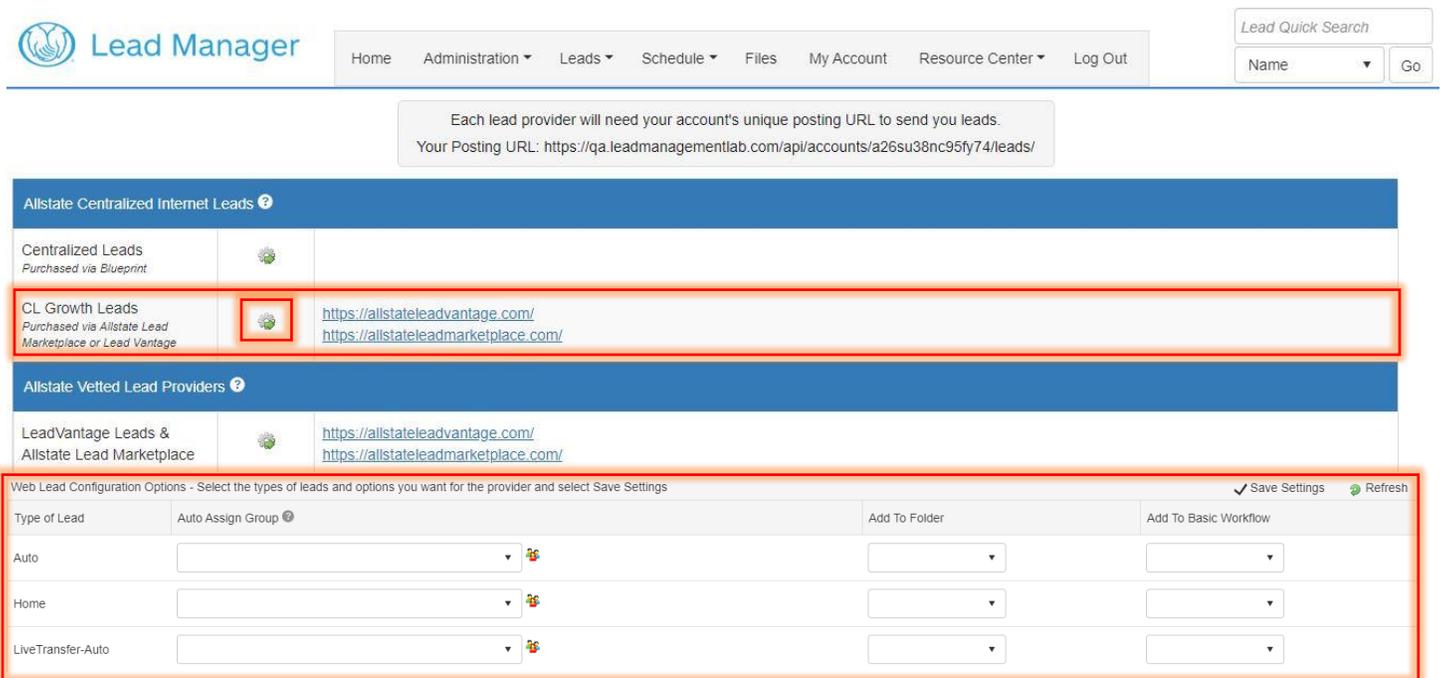
*Please refer to links at top of document for recommended workflow best practices

Please note: These orders are not controlled in Lead Manager. You must go to Allstate Lead Marketplace or LeadVantage to modify or pause your order.